1

G. R. S. IX-5]

Previous references.

11 of 14

1914.

(E-A. [illegible])

File No. 26 of 14

Serial Nos. 1

Later references.

P 23(E)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for February 19

SUBJECT.

Framing rules for the destruction of Office Records.

Rules for the destruction of Office Records.

W D 88—GPB—50,000—24-7-16

Indexed SR

2

G.R.S. 11] 1914-15

GENERAL AND REVENUE SECRETARIAT.

(E. A&B)

NOTES.

File No. 26 of 14

FILE HEADING.

Framing rules for the destruction of office records.

From

The Asst: Comptroller to Govt: P.W. & Ry Branch

No. B 4899/1096 Dated 9/11th Feby, 15. Received 13-2-1915.

Diary No. 264	Enclos. 3	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

Forwards copy of rules in force from 1st July 1909 framed in conformity with the instructions contained in the cir: referred to in para 618 of the P.W. Code and states that the destruction of records of the Chief Engr's office is regulated by paras 616 to 617A & 622 of the code & by P.W. Chief's circ

NOTES AND ORDERS.

A copy of the rules in force in the P.W. & Ry Branch of the Comptr's office has been received with regard to the records of the Chief Engr's office which is subordinate to the Chief Engineer also it is stated that paras 616-617A & 622 of the

NOTES—First Sheet.

GPB—35,000—15-6-12

3 V

G. R. S. 12]

General and Revenue Secretariat. | File No. 26 of 1914-15

Serial No.

P.W. Code govern their destruction and also P.W. Secy's Cir No: 17 dy 22.1.14. The Chief Engineer also has been requested to frame rules for the records of his own office and for those offices subordinate to him. His reply will be awaited and steps taken to incorporate these in Vol ii of the Record manual.

Submitted for orders.

Supt 15/2/15.

Await reply 16/2

The Chief Engineer's reply re record rules has not been received as yet. He has been reminded.

Submitted Supt 1/5/15.

Seen reply 4/5

The Chief Engr: has submitted a set of instrns together with lists pertaining to the records of the offices of the P.W. Secy & Ch: Engr: and the Circle & Divil: offices as well and sent up for the approval of Dewan's a draft G.O. containing the instrns with the lists appended thereto. Rules relating to the records of the Office of the Comptr. P.W. & Ry Branch which are followed since July 1909 will, if approved, be incorporated

NOTE—Contn. sheet.

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat. File No. 24 of 1914-15

Serial No.

in Vol ii of the Record manual and as for the various offices of the P.W. depts, the orders of Govt: will be awaited.

Submd

17/11.

Vide 4-A-4

24-11

Recd back with P.W. Secy's unofficial memo dated 19.8.16.

Rules for the subordinate offices of the P.W. depts are yet to be framed. Those in force in the the Comptr's Office P.W. & Ry Branch will be included in Vol ii of the Record manual.

Submd for orders

20/8/16.

26/8/16

GPB—20,000—30-6-15

D. no 264/S. A. 13/2/15 4899 2/3 VIII 30/1/15

File no 26 of 14-15 81-2-5

P. W. Serial No. 114] No. B. 1096

MYSORE PUBLIC WORKS DEPARTMENT,
CENTRAL OFFICE OF ACCOUNTS,

Dated Bangalore, the 9/11 February *191*5

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted. All communications should be addressed as follows:—Comptroller, Mysore Public Works and Railway Branch, Bangalore.

FROM M. N. Krishna Rao, Esq., B. A.,
~~Dewan Bahadur~~
~~I. S. CHAKRAVARTI, Esq.~~,
Offg: *Comptroller to the Government*
of His Highness the Maharaja of Mysore,
Public Works and Railway Branch.

To

D. M. Narasinga Rao, Esq., B. A., B. L.,
Offg: Secretary to the Government of Mysore,
General and Revenue Departments.

Sir,

With reference to your letter No:294-303 dated the 13th/15th January 1915, I have the honour to forward herewith copy of the rules in force from 1st July 1909 regarding periodical destruction of records of this offi framed in conformity with the instructions contained in the Circular referred to in para 618 of the Public Works Code.

2. The destructions of records of the Executive Engineer's Office are regulated by the rules contained in paras 616 to 617 A and 633 of the Code, and also by Public Works Secretary's Circular No:7 dated the 23nd January 1884.

I have the honour to be,
Sir,
Your most obedient servant,

M. N. Krishna Rao

Offg: Comptroller,
Public Works and Railway Branch

9.2.15

1804/1815

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಪತ್ರಾಗಾರ ಇಲಾಖೆ
ಚಾರಿತ್ರಿಕ ದಾಖಲೆಗಳ ವಿಭಾಗ

(ಅನುಬಂಧ 'ಈ' ನಿಯಮ ಸಂಖ್ಯೆ 16)

ವಿದ್ವಾಂಸರ ಗಾಖೆ ಕೋರಿಕೆ ಚೀಟಿ

1. ಸಂಶೋಧಕ ವಿದ್ವಾಂತರ ಪರವಾನಗಿ ಅಜ್ಞಿ ಸಂಖ್ಯೆ ಮತ್ತು ದಿನಾಂಕ. ENG. File

2. ಕಡತ ಸಂಖ್ಯೆ ಮತ್ತು ವರ್ಷ. 28 of 1914, 1-3
2.
3.

3. ಅಧ್ಯಯನದ ವಿಷಯದ ಸಂಕ್ಷಿಪ್ತವಾಗಿ ಅಧ್ಯಾಯ ಶೀರ್ಷಿಕೆ. :

4. ದಾಖಲೆಯದ ಭಾಷೆ. :

5. ಸಹಿ. :

6. ಪೂರ್ಣ ಹೆಸರು (ಸ್ಪಷ್ಟ ಅಕ್ಷರಗಳಲ್ಲಿ) :

7. ವಿಭಾಗಾಧಿಕಾರಿಯವರ ಪೇರಲು ರಜಾ. :

2-18/5

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MYSORE PUBLIC WORKS DEPARTMENT

191

FROM

DEWAN BAHADUR
J. S. CHAKRAVARTI, ESQ.,
M.A., F.R.A.S., etc.,
Comptroller to the Govt. of
H. H. the Maharaja of Mysore,
P. W. & Ry. Branch.

To

Dated

Despatched

Received

No.

SUBJECT.

GPB—10,000—31-7-14

The following procedure will be adopted in the recording of letters and filing of accounts and vouchers in this office.

CLASSIFICATION.

"Inwards" and "outwards" communications will be classified under three main groups, viz., A class, B class, and C class. Besides these there are Accounts, returns and -- vouchers. Covering letters received with Accounts, returns etc., should not be regarded as separate communications.

Those coming under class 'A' are intended to comprise all documents which from their nature suggest their being retained permanently on the chance of their being required for reference.

Those coming under class 'B' will be less important papers and papers which, at the time of being classified, are considered not to be needed for reference after the expiry of three years.

'C' class letters and returns are routine things not required after one year.

The responsibility of marking inwards papers A, B, or C will rest with the Superintendents of branches and replies to letters so received should be marked A, B or C by the branch Superintendent concerned.

2. Method of Filing.

All correspondence will be filed in cases which will be grouped under the heads personal and non-personal.

Personal cases will be arranged and kept alphabetically in the order of the initial letter of the name of any -- officer or subordinate whose personal affairs, it is thought should be recorded in the file allotted to him. Non-.

Non-personal cases will be arranged under subject titles as described in Appendix A which Appendix must be kept as complete as possible.

Personal cases will be arranged in a separate Rack or separately from the others, an alphabetical index being kept to indicate the names of the officers or subordinates whose cases are filed in the compartment under each separate letter.

3. Preparation of Cases.

All cases should be arranged according to their subject titles and an index kept of them.

Letters relating to a subject title will be placed in a flat file. Letters on each specific point should be made into a bundle within the case file, each bundle consisting of a number of papers between sheets of brown paper. On the cover of each bundle the year, the number of the file and subject title of the file as well as the special subject of the bundle should be clearly written. On the inner side of the cover of each bundle a list of papers contained in it should be briefly but clearly entered. The bundles in each case file shouldbe serially numbered and the whole file consisting of a number of bundles kept between stiff boards in a compartment of the rack bearing the number of the file. A sheet of paper will be placed on the top of each case in which a list of bundles in the file should be entered. The duty of recording the papers in their respective files is laid upon the Superintendents of branches concerned who should when giving the endorsement say "To be filed in File No:..... bundle regarding ..... The pages in every bundle should bear a continuous serial number. All notes relating to the papers in the file should be kept separately

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separately within each bundle. When any case file becomes bulky by having a large number of bundles, it may be made into volumes, but with the same heading and file number and the register of files will showthe number of volumes to which a file would have run on. The bundles within a case file should also be marked A, B, or C. The marking of the bundle will follow the marking of ~~the marking of~~ the highest class of paper contained in it. Thus if in a bundle consisting only of C papers up to date, a B paper is introduced, the marking of the bundle should at once be changed from C to B and so on.

4. Weeding and Destruction.

Every month the Gazetted Officer in charge of Records, will arrange to have a ~~xxxxxxxx~~ certain number of cases examined with a view to weeding and destruction of papers which are not required to be preserved. For instance in July 1909 some cases should be examined and all closed 'C' class bundles the last paper on which bears a date prior to June 1908 and all closed 'B' bundles the last communication of which bears a date prior to June 1908 should be taken out of the case files for destruction. This operation should go on all round the year. The bundles selected for destruction will be reviewed by the Superintendent who will order the destruction and enter the remark "destroyed" in the index of the case files against the bundles concerned.

5. Custody of Records.

All current cases should be kept in the Record Branch and all papers on which file order has been given should be made over to the Branch for being filed in its proper place. The clerks should have in the sections only such papers as

as are pending disposal. All requisitions for records should be made to the Record Branch on printed slips and whenever a case or a bundle is removed a slip "Requisition ... No: --- from ---- date ---- should be kept in its place by the Record-Keeper."

6. Old Records.

Only 'A' class papers should be sent to old records. When a case or a volume of a case is not likely to be required for reference except in very exceptional cases it should be transferred to old records. A list of cases in charge of the old Record-Keeper should be kept and the rules regarding requisition etc., prescribed in the case of current records should apply to old records also. The old record room should be inspected once a month by the Gazetted Officer in charge of Records and his remarks and orders to the old Record-Keeper should be given in an Order Book -- specially kept for the purpose in the old Record Room.

7. Accounts Returns and Vouchers.

The accounts returns and vouchers will be put up in file books separately by Divisions. The period after which such papers may be destroyed is shown in Appendix B. At the beginning of each year a list of such papers as can be destroyed should be prepared by the Record-Keeper and submitted to the Gazetted Officer through the Superintendent in charge. After the Superintendent has roughly verified the papers and the officer has passed orders, the records should be destroyed.

8. The Record-Keeper.

The entire record other than what is in charge of the

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the clerks in the business branches, which will consist of pending papers only and papers required for reference will be under the custody of the Record-Keeper, who will keep a Register of files and other records in his possession and will arrange for their proper custody and their destruction at the proper time according to the rules laid down above.

9. Rearrangement of existing records.

The system of recording herein prescribed should come into effect from 1st July 1909. For rearranging the existing records according to the new system a temporary Establishment will be sanctioned which will work under the Record-Keeper. Cases which have been finally closed should not however be disturbed.

-----ooOoo-------

Appendix A.

CLASS AND SUBJECT:--Titles to letters on non-personal cases.

Name of File.

Booking and Budget Branch.

----ooOoo----

	Class.	File No:
Orders of Government establishing a Precedent in the interpretation of rules and procedure	A	1
Correspondence connected with Capital and Revenue Accounts of Irrigation Works	A	2
Administrative Accounts	A	3
Annual or Finance Accounts.	A	4
Capital and Revenue Accounts of Railways	A	5
Famine.	A	6
Appropriations and Reappropriations.		
Buildings and Roads and Irrigation.	C	7
Railways.	C	8
Applications for Letters of Credit.	C	9
Budget and Revised Estimates.		
Buildings and Roads and Irrigation.	B	10
Railways.	B	11
Forms. Introduction, Modification etc.,	of A	12
Monthly Accounts.	B	13
Railway Surveys.	B	14
Cheques.	C	15
Exchange Accounts and Vouchers.	B	16
Miscellaneous routine correspondence (i.e) Letters of a purely routine character, the purpose of which is completed, as soon as the necessary action has been taken upon them.	C	17
Letters to note a fact, check or correct an account.	C	18
Establishment Branch.		
Orders of Government establishing a Precedent in the interpretation of and procedure.	A	19

14

	Class.	File No:
Annual statement of pensionable inferior servants.	A	20
Correspondence that is in any way likely to affect claims to pension (i. e)		
i. Appointments.	A	23
ii. Degradation.	A	24
iii. Dismissals.	A	25
iv. Promotions.	A	26
v. Reversions.	A	27
vi. Suspensions.	A	28
Efficiency report of Accountants.	B	29
Famine.	A	30
Famine concession allowance regarding the grant of.	A	31
Foreign service--transfer contribution, of superior officers etc.,	A	32
Menial Establishment.	A	33
Orders affecting transfers and reliefs of officers and subordinates.	A	34
Reorganization of Divisional Offices.	A	35
Reports on clerks who have passed Entrance Examination for subordinates Accounts Establishment.	C	36
Result of Entrance Examination for P.W.D Accounts Establishment sanctions to	A	37
i. Re-employment of pensioners dismissed for misconduct.	A	38
ii. Reemployment of pensioners.	A	39
iii. Retention in service after 55 years of age.	A	40
Statement of incidents in the services of officers lent to foreign service.	A	41
Account clerks, Appointment, promotion etc., of.	A	42
Answers to Question papers in the Divisional Test Examination with the tabulated results and Departmental Examination for promotion beyond Accountant, 3rd Grade.	B	43
State Life Insurance.	C	44
Proscription from Government service.	A	
Quarterly statement of pensions and Gratuities.	B	

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	Class.	File No:
Review of Audit.	A	45
Acting and charge allowance.	A	46
Advances of pay pr Travelling Allowances.	B	47
Age Limit.	A	48
Certificates. Health and Vaccination.	A	49
Claims, reports etc., of deceased employees.	A	50
History of service of officers of the Public Works Department.	A	51
Return of officers and ~~years statement~~ Officers/subordinates who have or who will attain 55 years of age during the year.	B	52
Clerical Establishment - Accounts System of regulation Strength of ... and workers.	A	53
Applications for appointments.	B	54
Attachment notices.	C	55
Information for correct preparation of classified list and History of Services.	C	56
Intimation of alterations in Salary and Travelling Allowance Bills.	C	57
Intimation of transfers of head-quarters.	C	58
Letters returning Travelling Allowance Journals etc.,	C	59
Miscellaneous routine correspondence.(i.e		
i. Inquires as to amount of leave due etc., and replies thereto.	C	60
ii. Letters of a purely routine character, the purpose of which is completed as soon as the necessary action has been taken upon them.	C	61
iii. Reports of arrival and departure.	C	62
iv. Requests to note a fact, check or correct an account.	C	63
Replies to Reminders.	C	64
Reports of transfers of charge being conducted with expedition.	C	65
Sanctions from Chief and Superintending Engineers.	C	66

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Sanctions to:--	Class.	File No:
1. Advances of all kinds.	C	67
2. Charge allowance of all kinds.	C	68
3. Conveyance of camp equipment, horses etc.,	C	69
4. Entertainment and distribution of Establishment.	C	70
5. Exemption from age bar.	C	71
6. Exemption from 10 days halt.	C	72
7. Exemption from Examination Rules.	C	73
8. Journeys beyond jurisdiction.	C	74
9. Local Allowance.	C	75
10. Making or taking over charge at other than Head Quarters.	C	76
11. Officiating appointment.	C	77
12. Special Travelling Allowances.	C	78
13. Sub Divisional Allowance.	C	79
14. Temporary Establishment.	C	80
15. Transit pay,	C	81
16. Conveyance or Horse allowance.	C	82
Forms. Introduction, modification etc., of.	A	83
Furlough, leave, and leave allowances.	A	84
Gratuities and pensions.	A	85
Local Allowances.	A	86
Memorials, Petitions etc.,	A	87
Officers and Subordinates ---Retirement of.	A	88
Powers of Deputy Commissioners.	A	88 A.
Recovery of advances, overpayments, and writing off of irrecoverable sums.	A	89
Salaries and Travelling Allowances, payments, audit, etc., of.	A	90
Temporary employees--Appointment pay, travelling allowances etc., of.	A	91
Travelling Allowances:--		
General.	A	92
Special for certain localities. etc.,	A	93
Sanctions for,		
Formation and abolition of Sub-Divisions and Divisions.	A	94

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	Class.	File No:
Scale for		
Engineer Establishment.	A	95
Examiner's Office Establishment.	A	96
Provision of Examiner's Salary in Railway Budget.	A	96 A
Lower subordinate Establishment.	A	97
Office and Petty Establishment.	A	98
Subordinate Accounts Establishment.	A	99
Upper subordinate Establishment.	A	100
Contingencies:--		
Books and periodicals.	A	101
Carriage of records, tents treasure and other Government property.	A	102
Clothing, umbrellas, belts, badges, shoes etc., to peons and watchmen.	A	103
Country stationery and other petty bazzar purchases.	A	104
Law charges.	A	105
Medicine and Hospital charges.	A	106
Office rent.	A	107
Other Miscellaneous charges.	A	108
~~Office rent.~~		
~~Other Miscellaneous charges.~~		
Postal, Telegraph and Money Order Commission charges.	A	109
Printing, binding and advertising charges.	A	110
Working punkahs and watering tatties.	A	111
Account Audit Branch.		
Orders of Government establishing a precedent in the interpretation of rules and procedure.	A	112
Reports of inspection of Comptroller's office (P. W. and Ry. Branch) and connected correspondence.	A	113
Reports of Comptroller's inspection of Divisional Offices and connected correspondence	A	114.
Inspection Reports of Sub Divisional Offices and connected correspondence.	B	115
Correspondence connected with Famine.	A	116

	Class.	File No:
Forms, Introduction, Modification etc., of.	A	117
Irrigation Cess.	B	118
Advances for building houses etc.?	B	119
Sanctions to:--		
1. Estimate for works.	A	120
2. Execution of contribution works.	A	121
3. Hire of buildings and Quarters and orders thereon.	A	122
4. Purchase of buildings.	A	123
5. Rents of buildings, and all connected correspondence.	A	124
6. Reserve Stock limit.	A	125
7. Sale transfer or demolition of buildings.	A	126
8. Works Establishment.	B	127
9. Creation and closing of Divisions or Sub-Divisions.	B	128
10. Writing off of lapse.	A	129
Cancelment of sanction of above classes.	B	130
Suspense Accounts.	A	131
Work-shop and Stores Accounts.	A	132
Half-yearly returns of inspection of Sub- Divisional Offices.	B	133
Half-yearly certificate of counting Tools and Plant, Stock, and furniture of Inspection Lodges.	B	134
Abstract of the result of above certificates.	B	135
Deposits agreements.	A	136
Cemetries and Churches and contributions in connection therewith.	A	137
Completion Reports.	B	138
Furniture (Office etc.,) incidence of cost etc., of.	C	139
Government Houses - Furniture and other charges connected with.	B	140
Imprests.	C	141

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	Class.	File No:
Stores--Purchases, sales etc., of	C	142
Surplus Stores.	B	143
Correspondence connected with:--		
Percentage charges on account of works undertaken on behalf of other funds, departments, local bodies and private individuals or for Stores supplied.	A	144
Police guards--Entertainment, incidence of cost etc., of.	A	145
Scrutiny of sanctions to estimate.	A	146
Correspondence relating to Divisional Accounts.	B	147
Sanctions to drawing accounts.	B	148
Sanctions to Materials at Site of Works.	C	149.
Transfer Report of Accountants.	B	150
Miscellaneous routine correspondence (i. e)		
1. Letters of a purely routine character, the purpose of which is completed as soon as the necessary action has been taken upon them.	B	151
2. Letters to note a fact, check, or correct an account.	B	152
Correspondence relating to Land Compensation.	A	153
Tanks discharging across Railway Line.	A	154
Amalgamation of Public Works Examiner's Office with that of Comptroller's.	A	155
Taxes--Municipal.	A	156
Travellers Bungalows and Inspection Lodges --List etc., of.	A	157
Drawing Account to Civil Officers	A	158

Appendix B.

~~Vide paragraph of Office Manual. CHAPTER I.~~

List showing the period after which the various accounts, returns, etc., may be destroyed etc.,

Number of form.	Description of form.	No: of years to be preserved.
	BOOKING AND BUDGET BRANCH.	
	Office Cash Book.	6
	Treasury Remittance Book.	2
	Receipts for payments to Government. (Counterfoil).	3
	Adjustment Book.	3
	Cash Abstract Book.	3
	Advice of Transfer debit and credit.	2
	Applications for letters of credit With accompaniments.	2
	Budget Registers, Parts, I, II, and III.	3
	Budget Register (State Railways)	3
	Return of Major and Minor works, repairs and Tools and Plant.	3
	Abstract of application for Letters of Credit.	2
	Provincial abstract of applications for Letters of Credit.	2
	Return of grants, approximate receipts, expenditure and unspent balances of the Public Works Department.	2
	Register of Divisional transfers debited and credited.	2
	Register of receipts and charges (provincial)	6
	Register of land charges.	6
	Public Works Exchange Account current with the Civil Department.	5
	Exchange and	
	Progress Register.	10
	Objection Statement showing the result of examination of the Account Current received from the Civil Department.	3

Number of form.	Description of form.	No: of years to be Preserved.
	Annual account current between Civil and Public Works Departments.	5
	Explanatory statement of unadjusted items for which Public Works Department is responsible.	3
	Statement in the Public Works Department for Administration Report.	2
	Annual Finance Account.	p
	Administrative Accounts.	p
	Budget Estimate.	10
	Counterfoils of Cheque Books.	5
	Account Audit Branch.	
	Cash Balance Statements and Treasury Balance Certificates.	10
	Compiled monthly Accounts and Schedules.	10
	Vouchers in connection with monthly accounts.	10
	Acquittance Roll for Salaries.	25
	Acquittance Roll for Travelling Allowances.	2
	Vouchers for payment on account of land taken up for Public Works.	p
	Advice of Audit and Statement of Corrections.	2
	Audit Note on monthly Divisional Accounts.	2
	Divisional Statement of objectionable items.	2
	Statement of objectionable items in the accounts of —	
	Executive Engineer with abstract.	3
	Transfer report of Accountants.	3
	Half-yearly abstracts of report of inspection of Executive Engineer's Offices.	3
	Register of Security Bonds.	p
	Register of items of revenue and expenditure not exceeding Rs.10/- written off as irrecoverable.	3
	Completion Reports.	p

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Number of form.	Description of form.	No: of years to be preserved.
	Establishment Branch.	
	Bill for salaries.	25
	Journal of the occupation and duties of officers.	3
	Bill for travelling allowance.	3
	Salary Bill Register.	~~5~~ p
	Provincial Register of Travelling Allowance Bills.	3
	Objection Book.	5
	Register of sanctions to Establishment, permanent and temporary.	p
	Record of service.	p
	Provincial progressive abstract of audited Establishment Charges compared, with allotments and expenditure.	3
	Annual report on the efficiency of Accountants.	5
	Classified list and distribution return.	p
	Annual statement of inferior pensionable servants in service on the 1st April .	35
	Tabular Statement to accompany proposals for charges in Establishment.	10
	Application for leave.	2
	Service Books.	p
	Register of last pay and leave certificates.	5
	History of services.	p
	Return of Officers and subordinates who have or will attain the age of 55 years during the year.	3
	Contingent Bill.	2
	Contingent Bill Register.	3

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No; of form.	Description of form.	No: of years to be preserved.
	General Branch.	
	Executive Engineer's and Civil Officers' Indent for printed forms of accounts.	2
	Comptroller's ----------Do----------	2
	Register of letters received.	5
	-------Do--------- despatched.	5
	P. W. D. Codes, Form Books, and Acts of the Government of India.	5
	Circulars of the Government of India and circulars, letters of the Accountant-General, Public Works Department.	5
	Mysore Gazettes.	5
	Post and Telegraph guides.	Tobe destroyed on receipt of new edition
	Register of Stationery.	3
	----Do--- of Stamps.	2
	Indent for Stationery for Comptroller's Office.	2
	Accounts of forms.	1

AN

P. W. Secretary's Circular No:17 dated the 22nd January 1884.

In order to prevent the accumulation of useless records in Executive Engineer's Office, it is requested that all papers of a current nature, such as reports of arrivals, departures, ordinary indents, applications for leave, and other papers which are not required for files and not likely to be otherwise useful may in future be kept in separate bundles to be destroyed at the end of each calendar year. As it is a matter of the greatest importance that the selection of such papers should not be made by any irresponsible person, each Executive Engineer will be supplied with a self-inking stamp, marked with the word "Ordinary" which should be kept and used by him alone. This should give him very little trouble. In looking over his day's tappal, he can at once stamp these papers which he considers unimportant, and similarly when passing office drafts. The clerk in charge of the registers will daily sort these papers and tie them up separately. Before the papers are destroyed, each paper will be carefully erased in the Register, by having a thick line drawn through the entry and the word "destroyed" with date entered opposite to it.

II Endeavours should be made to have the old records, also cleared of all useless papers, as far as practicable. Papers connected with project, and the actual execution thereof and reporting on works and on personal matters affecting the conduct and character of officers and subordinates should be retained; also all initial accounts relating to works in progress or incomplete, as well as all registers of works, cash books, and Contractor's final certificates. All half-yearly returns submitted since 1879-80 should be preserved--those previous to that being destroyed. Day books and daily accounts, -- nominal rolls etc., relating to accounts audited up to say 1879-80, and copies of accounts sent to the Examiner may with the exception noted above for incomplete works be destroyed.

9.2.15.

Extract from Public Works Code, Volume I,

Chapter VI.

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OFFICIAL RECORDS.

616. All official books and records are the property of the State, and must be carefully preserved, unless their destruction be sanctioned by superior authority. This rule includes the records of Subordinates which must be given up to the Executive Engineer when demanded.

617. Superintending Engineers are competent to sanction the destruction of such records in Executive Engineer's offices or those of their subordinates as may be considered undoubtedly useless, but in ordering the destruction of such records great care should be exercised that it is confined to such as are - - valueless. A list of such records as properly appertain to the Accounts Branch of the Department should be forwarded to the Examiner for approval before their destruction is ordered by the Superintending Engineer. But the following should on no account be destroyed:-

Records connected with expenditure which is within the statute of limitation.

Ditto ditto on works not completed, although beyond the period of limitation.

Records of experiments and observations.

Records connected with claims to service and personal matters connected with persons in the service.

Cash-books of Executive Engineers and other disbursing officers.

617 A. Counterfoils of cheques issued may be destroyed after five complete years.

618. The destruction of records in an Examiner's office will be carried out under instructions contained in the accompaniment to Accountant General's Circular No. XXI of 1907.

622. In addition to records relating to accounts, the following books and returns, properly indexed, must be kept up in Executive Engineers' offices, and produced at Superintending Engineers' inspections:-

Copies of indents, in bundles.

Copies of returns, in the printed forms filed in bundles

Estimate book or file.

Copies of progress reports, in the printed form filed in bundles.

Register of buildings - P.W.D. Form No. 136.

Register of letters received and despatched, in books.

Letters received.

Drafts of letters despatched.

Volumes I, II and III of the P.W.D.Code and Parts of P.W.D., Forms relating thereto, corrected up to date P.W.Manual.

Files of circulars.